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Approved For Release 2000/08/29 : CIA-RDP79-01143A000300150006-8

FUNCTIONS OF THE PUBLICATIONS DIVISION, ORE

General

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1. The Publications Division, under the direct supervision of AD/ORE and in accordance with established CIA and ORE policies and procedures is responsible for coordinating the execution of approved intelligence production plans, and the publication of all reports, estimates, and current intelligence summaries and evaluations, except the basic National Intelligence Surveys. In fulfilling this responsibility, D/Pub:

a. Recommends to the AD/ORE the nature, scope, terms of reference, format, periodicity, and ultimate dissemination of the various media through which ORE intelligence is produced in accordance with approved intelligence production plans;

b. In collaboration with the producing divisions of ORE, selects, presents, publishes, and arranges for the dissemination of current intelligence items which, in the interests of national security, need to be brought to the attention of the President, members of the National Security Council, and the policy-planning levels of the US Government;

c. Draws up terms of reference, in collaboration with ORE components concerned, for specific reports and estimates which are to be published in execution of approved production plans and which are undertaken either in response to specific requests or on the initiative of D/Pub, or the producing components of ORE;

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- d. Reviews, adapts, and arranges final form of ORE reports and estimates and obtains final clearance for them from ORE components;
- e. Coordinates the production of ORE finished intelligence both within CIA and with the IAC agencies and obtains final concurrence or dissent from the IAC agencies on such publications;
- f. Provides CIA watch services in order to insure continuous coverage of current situations and developments.

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For administrative purposes, the division is organized as follows:

Office of the Chief

Current Publications Branch

Estimates Publications Branch

Coordination and Production Branch

Project Review Section

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Office of the Chief

The Office of the Chief is responsible for the proper execution of the functions of the Division. Besides the general administration and supervision of the operations of the Division and of the personnel, this office:

1. Fulfills D/Pub's responsibilities for the planning and initiating of specific projects by:
 - a. Initiating projects in accordance with approved intelligence production plans;
 - b. Analyzing requests for specific projects received from agencies outside CIA, as well as those proposed within ORE; consulting with the interested components of ORE and the requester, when necessary, concerning the scope of the project; and coordinating with S/PP and interested components of ORE when a proposed project or a request appears to fall outside ORE approved production plans, in order to recommend proper action to AD/ORE.
 - c. Specifying, after consultation with the producing divisions and the requester, the terms of reference, the extent of coordination with other agencies, and the deadline for completion.
2. Directs and supervises special projects at the request of AD/ORE.
3. Determines routing within ORE of selected documents in accordance with ORE Operating Procedure No. 28 (as amended).
4. Maintains and administers CIA watch services in order to insure continuous coverage of current situations and developments.

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Current Publications Branch

1. The Current Publications Branch is responsible for the publication of current intelligence periodicals and estimates. These include the CIA Daily Summary, the CIA Weekly Summary, CIA Special Evaluations, and other current estimates. In fulfilling this responsibility the office:

- a. Selects items for the CIA Daily Summary in consultation with the producing divisions in ORE; edits such items in order to maintain uniformity of style, clarity, and conciseness; prepares annexes to the Daily Summary in collaboration with a regional or functional division when it is deemed necessary to present a detailed factual account or brief estimate on a current development of major significance to US security;
- b. Selects, in consultation with the producing divisions, items for the Weekly Summary, making certain that the Summary gives adequate coverage to the week's important developments; adapts material submitted by the producing divisions in order to make it suitable for the attention of top-level readers; obtains the concurrence of all responsible regional and functional divisions for the finished form of such material.
- c. Prepares, in collaboration with the producing divisions, Special Evaluations concerning developments or information of the very highest urgency and significance;

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- d. Maintains operational liaison with the Office of the Secretary of State concerning the handling of sensitive State Department materials;
- e. Controls internal ORE dissemination and security of certain materials requiring special handling, including limited-distribution cables received from the Departments of State, Army, Navy, and Air;
- f. Processes the daily cable traffic received by CIA, including:
 - (1) screening the traffic in order to expedite the distribution of important cables to the divisions;
 - (2) Selecting those cables which are to be included in the cable book sent daily to the DCI; and
 - (3) making available to the DCI and AD/ORE materials requiring special handling.
- g. Supervises the reproduction and dissemination of the Daily and Weekly Summaries.

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Estimates Publication Branch

1. The Estimates Publication Branch is responsible for the review of reports and estimates under the cognizance of the Publications Division. These include ORE Reports and Estimates, Situation Reports, Intelligence Memoranda, the CIA Monthly Review, and certain other reports. In fulfilling this responsibility, the office:

- a. Reviews draft reports received from the geographical and functional divisions for their pertinence, logic in presentation, completeness in coverage, coherence, and intelligibility, and judges on this basis whether such reports should be published;
- b. Recommends that such reports be accepted as written, rejected entirely, revised until they reach a form (agreed to by the authors) in which they are acceptable; or returned to the division with directions for re-writing;
- c. Determines, in consultation with the producing divisions, what maps or graphics may be needed in published reports;
- d. Consults with and advises analysts engaged in preparing reports and estimates in order to minimize the revision necessary after the manuscript has been submitted for review;
- e. Reviews CIA reports and makes recommendations concerning their release

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Coordination and Production Branch

1. The major functions of this branch are to:
 - a. Coordinate ORE production of approved intelligence projects;
 - b. Conduct formal coordination of estimates and reports with the IAC agencies;
 - c. Arrange for the publication of finished reports.
2. Coordination of production within ORE includes:
 - a. Consultation in making production assignments to the departmental intelligence organizations and the producing divisions of ORE;
 - b. Scheduling the production of approved projects, in consultation with producing divisions, including the setting and revising of deadlines; preparing a Monthly Status Report for ORE, listing all projects in production, their current status and probable dissemination dates;
 - c. Maintenance of controls on the progress of scheduled reports;
 - d. Liaison with the Map Division and Presentation and Graphics Branch to coordinate the production of maps and graphic materials with the preparation of the text of the reports.
3. Formal coordination of papers with IAC agencies includes:
 - a. Establishing and maintaining regular liaison with intelligence control personnel in the IAC agencies;
 - b. Submitting drafts for review and comments by IAC agencies, scheduling and supervising formal coordination meetings between ORE representatives and IAC representatives, maintaining

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written records and recordings, and supervising the inclusion of acceptable agency comments in the revised draft.

- g. Submission of final revised draft to IAC agencies for formal concurrence or dissent, setting of deadlines for such action, and arranging for the inclusion of such concurrences or dissents in the final publication.

4. The production of the drafts at various stages and the publication of the final report include:

- a. Controlling the progress of the report from the time of its initial receipt in D/Pub and its final dissemination in published form;
- b. Preparing drafts for circulation to IAC agencies;
- c. Preparing copy for publication, determining format, arranging for the inclusion of maps and graphics and of a notice of agency action; reading proofs and checking final assembled copy;
- d. Maintaining liaison with the Reproduction Branch, Services Division, on publication problems and with OCD on dissemination;
- e. Drafting of correspondence dealing primarily with production of CIA reports and estimates for the signature of AD/ORE.

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Project Review Section

Under the direction of the Chief, D/Pub the Project Review Section is responsible for supplying editorial assistance to the Current and Estimates Publications branches. Under the immediate supervision of the chiefs of these branches, this section reviews and edits draft reports and estimates and materials for the Daily and Weekly Summaries and provides such other editorial support as may be required.

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Proposed T/O for D/Pub

Office of the Chief

Chief	13
Deputy	16
Project initiation	14
Secretary	5
Adm. Asst.	7
4 Night DO's	7

Current Publications Branch

Chief	14
Asst. To Chief	9
Intelligence Officer	13
Intelligence Officer	12

Estimates Publications Branch

Chief	14
Asst. to Chief	9

Coordination and Production Branch

Chief	14
Asst. to Chief	9
Steno-typist	5
Clerk-typist	5
Clerk-typist	4
Clerk-typist	4

Project Review Section

Intelligence Officer	13
Intelligence Officer	12

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D/Put
T/O approved 31 Mar 50.

add	76.00	□
Drop	64.00	-
Drop	54.00	-
add	46.00	
"	46.00	
"	46.00	
Drop	38.25	-
add	31.00	
"	28.75	
Drop	26.50	-
"	26.50	-
"	26.50	-

Total	38.00	
added	38.00	□